

[IOWA DEPARTMENT OF HUMAN RIGHTS – VACANCY ANNOUNCEMENT]Community Advocacy &
Services

OPEN DATE: September 28, 2015
POSITION: Executive Officer 1
VACANCY NUMBER: 16138BR

PAY GRADE: 29 - \$49,712.00 - \$75,670.40
LOCATION: Lucas Building, Des Moines
STATUS: Full Time, 40 hours per week

DESCRIPTION: This position is the team leader for the Offices of Latino Affairs and the Office on the Status of African Americans within the Division of Community Advocacy and Services (CAS). As a leader in the Division, the person in this position will work in collaboration with all of the Offices within CAS to develop and deliver programs/projects that are designed to streamline services offered by the State of Iowa to underrepresented populations in the state. Program areas include information and referral to other governmental/non-governmental agencies; training and outreach; language access; civic engagement/participation; communication; and youth programming. This position is a key advocate for Latinos and African Americans in Iowa as we become more just and inclusive in our program delivery. Specific duties include:

- Collecting and analyzing data for accuracy, and interpreting that data for use in the development, delivery and improvement of program plans and proposals
- Developing program plans, including action steps, measurements, communication plans and written procedures in keeping with the Division and Department strategic plan
- Developing program implementation methodologies and coordinating all aspects of program/project delivery in its various stages with all individuals assigned to the program team
- Examining issues impacting underserved populations, and providing analysis necessary for the development of Departmental recommendations and communications regarding policy issues, some of which may be precedent setting
- Working closely with the Commissions of Latino Affairs and Status of African Americans to ensure the success of their work and to coordinate the Commission's initiatives with Departmental programming
- Coordinating responsibilities with other team members and leading program initiatives in collaboration with other members of the CAS team to deliver program results
- Evaluating program processes for efficiency and effectiveness, tracking results, communicating results and recommending changes
- Representing the Division and Department at meetings, conferences and community events; developing and making formal public presentations
- Developing, maintaining and continuously improving relationships with other state agencies, community groups, federal organizations/agencies, businesses, interest groups and other public/private organizations through the web site, using social media, participating in "in-person" meetings, developing written communications and other means

Preferred skills include: teamwork and team development, collaboration, program development/management, excellent verbal and written communication, data analysis, issue advocacy, working with boards/commissions and grant writing. For more information about the Department, visit our website at <https://humanrights.iowa.gov>. In addition to all other qualifications, the successful candidate **must** meet the selective for Spanish Language Fluency (866), which requires possession of the ability to speak, read and write Spanish fluently.

QUALIFICATIONS: Graduation from an accredited four year college or university and the equivalent of three years of full-time professional level experience such as program administration, development, management or operations; OR substitution of experience of the caliber and scope indicated above for the required undergraduate college education on the basis that one year of qualifying experience is equivalent to one year of undergraduate education; OR graduation from the Iowa Certified Public Manager Program may substitute for one year of education or one year of experience; OR substitution of twenty-four hours of graduate level course work in a special program curriculum such as Social Work, Law, Education, Engineering, or Public or Business Administration for each year of the required experience to a maximum substitution of two years; OR employees with current continuous experience in the state executive branch that have the equivalent of six years of full time qualifying experience and education shall be considered as qualified. In addition to all other qualifications, the successful candidate must meet the selective for Spanish Language Fluency (866), which requires possession of the ability to speak, read and write Spanish fluently.

APPLICATION PROCESS: Application can be submitted on the Department of Administrative Services website at http://das.hre.iowa.gov/state_jobs.html. Applications may also be downloaded from the DAS website and submitted via mail or fax. Application deadline is October 18, 2015.

In order to be considered for this position, you must also submit a cover letter and resume to Monica Stone, Deputy Director/Division Administrator of Community Advocacy and Services, Department of Human Rights, Lucas State Office Building, 321 E. 12th Street, Des Moines, Iowa 50319; or email to monica.stone@iowa.gov or faxed to 515-242-6119 by 11:00 p.m. Central Time on the closing date of October 18, 2015

THE STATE OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER